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ACTION MEMORANDUM FOR ASSISTANT SECRETARY SHAPIRO

FROM: PM/DDTC – Robert S. Kovac

SUBJECT: Defense Trade Advisory Group (DTAG) Membership Applications

Recommendations

That you approve continued membership of 20 DTAG incumbents at Tab 2.

Approve _____ Disapprove _____

That you appoint the 23 individuals at Tab 5 as new DTAG members.

Approve _____ Disapprove _____

Background

The DTAG Charter allows for 60 private sector members; however we have found that fewer members increase manageability and functionality of the group. Therefore we are recommending appointment of 43 individuals. A group this size is small enough to manage but large enough to be representative of our work. Current two-year membership terms expire in March 2010. Due to the biennial requirement to renew the term of DTAG membership, we surveyed the current members (Tab 1) regarding continued interest in serving. Twenty-five of them confirmed interest in continuing to serve. There are 20 members we endorse for reappointment (Tab 2).

In response to the notice published in the **Federal Register** for interested parties to submit applications (Tab 3), we received 65 applications. The list of new applicants is at Tab 4. Of these, there are the 23 applications that we feel warrant your close consideration (Tab 5), as these individuals could potentially bring considerable value to the DTAG function.

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We used the following criteria in evaluating the resumes received: past DTAG contributors were retained; one representative per organization; the percentage of representatives per commodity area cannot exceed the percentage of licenses received in that commodity area; non-DTAG membership participation was used as a deciding factor for new DTAG members; and registered lobbyists may not be appointed. Tab 6 provides a chart with the demographics of our proposed 2010-2012 DTAG.

Consistent with your decisions we will prepare letters that welcome new members, thank resigning members for their service, thank non-confirmed members for their service, renew members, and thank the others for their applications.

We would be pleased to meet with you if you wish to discuss the merits of any of the members and/or applicants.

Attachments:

- Tab 1 – List of current DTAG members
- Tab 2 – Resumes for DTAG incumbents recommended for renewed membership
- Tab 3 – **Federal Register** notice, DTAG membership invitation
- Tab 4 – List of all new applicants
- Tab 5 – Resumes for recommended additions to DTAG
- Tab 6 – Demographics for proposed 2010-2012 DTAG

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Cleared: M/WHA:
L/PM:
L/M:
RM/CFO: